



SCHOOL FINANCE MEMORANDUM 14-048

State of Arizona Department of Education

TO: Superintendents, District Business Managers, Charter Business Managers, Charter Holders, and Administrators

FROM: Lyle Friesen, Director of School Finance

DATE: April 30, 2014

SUBJECT: School Finance Updates

SAIS Updates

1) FY2014 Monthly Processing Schedule

Monthly processing through the remainder of FY2014 can be found below. Monthly aggregation is the processing that ADE performs on the student data to calculate ADM (Average Daily Membership), which is used as a basis for state aid funding. The student data must reside within SAIS to be included in the scheduled aggregation processing. This information is also available on our website under Hot Topics at <http://www.azed.gov/finance/2013/08/27/fy-2014-monthly-aggregation-processing-and-integrity-schedule/>

Data Submission Deadline	Monthly Processing Start Date	For Charter Payment
May 5, 2014 @ 5 pm	May 6, 2014	June 2, 2014
June 5, 2014 @ 5 pm	June 6, 2014	June 20, 2014

2) FY 2014 Statewide Recalculation Schedule

At the end of each fiscal year, ADE re-processes all Arizona district and charter school students through integrity and aggregation to calculate the final ADM for each LEA. The schedule for this year is below.

Type of School	Data Submission Deadline	Recalculation Start Date
Brick and Mortar (Non-online)	June 30, 2014 @ 5pm	July 16, 2014
Arizona Online Instruction (AOI)	July 15, 2014 @ 5pm	

3) Year-End Status and Withdrawal Codes

As the school year-end approaches, School Finance would like to remind you to submit year-end status and withdrawal codes for each of your students according to our data submission deadlines. There are only two remaining scheduled aggregation processing dates in this fiscal year (see the monthly processing schedule above). Please make sure all year-end data is submitted before June 30, 2014 to avoid prior year 15-915 data corrections.

The year-end statuses along with withdrawal codes are important pieces of data used primarily for Accountability, as they are components of the A-F letter grade calculations. For more information on the usage of these exit codes, please see the Accountability documentation at: <http://www.azed.gov/research-evaluation/a-f-accountability/>. The Technical Manual and the Accountability Workshop presentations can be found within the “Information for Technical Users” tab.

4) **Preschool FTE**

We need your assistance in ensuring your preschool students are submitted correctly to SAIS.

ACTION REQUESTED: Please ensure all preschool students residing within your district are submitted to SAIS with an FTE of 0.5 or zero (0). Please review all your preschool students in SAIS using the ADMS72, ADMS75-1 and ADMS75-3 reports to validate they have been entered to reflect the 0.5 or zero (0) FTE as appropriate.

The ADM generated currently, as has been in prior years, is derived in part by the FTE as submitted to SAIS. The 75 reports, as well as *all* of the 40 series reports this year, reflect this ADM. What this means is, if a preschool student’s FTE is 1.0 in SAIS, then the student will generate twice the amount of ADM (and therefore funding) than s/he should, as seen on the 75 and 40 series reports. To avoid this and future integrity errors, please ensure all preschool students’ FTE is no greater than 0.5 FTE in SAIS.

As defined in ARS 15-901(A)(1)(a)(i), a preschool student enrolled in a program for preschool children with disabilities of at least 360 minutes each week is considered one-half of a full-time student, or a 0.5 FTE. Minutes less than 360 each week qualifies as a 0 (zero) FTE. SAIS's integrity rules will be updated later this year and all FTEs greater than 0.5 for preschool students will fail integrity and will not generate ADM until corrected.

For further information, please refer to [HOT TOPICS](#) dated July 23, 2013.

5) **SDER Revised TEI Reports Available**

For districts that modified employee data in School District Employee Report (SDER) on or after March 15, 2014, a new TEI report is available at <http://www.ade.az.gov/sder/publicreports.asp>.

6) **200 Day Calendar**

FY 2015 Deadline for Operation approval of 200 Day Calendar is June 1, 2014. This must be approved and completed each year as a new process. The 200-day calendars are approved one year at a time. If your district or charter intends to operate on a 200-day calendar in FY2015, you must, at a minimum:

- a. Submit a letter to Lyle Friesen, Deputy Associate Superintendent of School Finance, and request approval of the 200-day calendar prior to June 1, 2014.
- b. Submit a 200-day calendar for each school within the district/charter holder, which includes a 10 percent increase in annual instructional hours.
- c. Charters (ASBCS sponsored schools) requesting a 200-day calendar must have it approved by the Charter Board prior to approval by School Finance.
- d. Budget for a five percent increase in base level support.
- e. Submit the “Optional 200 Day Instructional Calendar Compliance Form”
<http://www.azed.gov/finance/forms/>

7) **District Sponsored and Operated Charter Schools**

[Laws 2014, 2nd Regular Session, Chapter 17 Section 1](#) amends A.R.S. §15-183 to prohibit school district governing boards from sponsoring or operating charter schools which begin initial operation after June 30, 2013. District sponsored charter schools (new or converted schools) which began operation after June 30, 2013, but before July 1, 2014 are allowed to

continue operation through Fiscal Year 2014-2015 by amendments to Chapter 17 which are contained in [Laws 2014, 2nd Regular Session, Chapter 16, Section 1](#).

For district sponsored and operated charter schools in operation prior to July 1, 2013, beginning in Fiscal year 2014-2015, the average daily membership (ADM) is limited to 120% of the charter's Fiscal year 2013 ADM. ([Laws 2014, 2nd Regular Session, Chapter 16](#))

8) **Student Detail Reports (SDR)**

Student level reports are steadily moving from SDDI to SDR within the Common Logon. The SDR reports pull up much faster than SDDI and have many available formats. In the CSV export, the data is exported and placed automatically in an Excel spreadsheet (as long as you have Excel on your computer). It's easy then to filter, sort, and sum data. Check out the new reports. Also, please review our Report Reconciliation presentation (pages 7-10)

http://www.azed.gov/Administrators/SF/BusRuleDocsAndPres/Reporting%20Requirements_Final.pdf for additional information on the Student Detail Reports application.

ACCESS NOTE: Everyone who has access to SDDI (Student Detail Data Interchange) has access to the new application and this new report. If you don't have permissions and need the access, then please have your business manager or higher authority contact our Support Center at enterprise@azed.gov with the request.

9) **Data Reports**

Remember to continuously reconcile SAIS data to lessen the likelihood of having to correct this year's data in a future year through a 15-915 prior year data correction request.

10) **FY 2011 915s**

Please note that all student data prior year corrections for FY 2011 must be completed by June 30, 2014. SAIS is unable to handle data submissions for FY 2011 data past this date.

11) **FERPA Reminder**

Communication with School Finance when referencing student, please use only the SAIS ID; do not include the student's name.

Transportation Routes and Vehicle Inventory

12) **Transportation Routes**

Open for 100th day submissions for districts. Data should be submitted 10 days after the 100th day. For those who operate on an approved 200th day school year, Transportation Routes has been updated to reflect that estimated route miles will be collected for days 101-200. For those LEAs operating on a typical 180 day equivalent school year, submissions have not changed and estimated route miles continue to be collected for days 101-180. Business rules can be found on our Business Rules and Presentations site.

<http://www.azed.gov/administrators/SF/BusRuleDocsAndPres/Forms/Business%20Rules%20vs%20Presentations.aspx>.

13) **Vehicle Inventory**

It's that time of year again when districts are required to submit final transportation data. This includes submitting the Vehicle Inventory data and generating the TRAN40-2 report as well as re-creating the TRAN55-1 report after both Vehicle Inventory and Transportation Routes data have been finalized. Generating the reports is the responsibility of the district and if they are not re-run to reflect the most recent data, it will cause unexpected results on the APOR55-1 and unexpected funding changes. Be sure

to include all applicable vehicle miles through June 30. If they are not included, a negative impact to Transportation Support Level may be seen.

DEADLINES:

The Vehicle Inventory application will be available and open for submissions on Monday, May 12, 2014.

The deadline for reporting of final data and generation of new reports is July 14, 2014.

Payment Updates

14) Additional Assistance Reduction

1. District Additional Assistance Reduction: The district additional assistance reduction has been finalized and the report is available under HOT TOPICS.
2. Charter and District Sponsored Charter Additional Assistance Final Reduction, based on the 100th day ADM, has been included by May payment for charters and DSCS districts. It can be found by the last page of CHAR64-1/APOR64-1 report. The worksheet is available under [HOT TOPICS](#).

15) Instructional Improvement Fund

1. **IIF payment:** The FY14 IIF payment one was released in January. The payment reports are posted under [HOT TOPICS](#) and under the County Apportionment Reports.

16) Capital Transportation Adjustment

Pursuant to A.R.S 15-963, The Capital (Small School) Transportation Adjustment has been included in the April APOR 55-1 report, page 5 (Soft Capital Allocation Adjustment). A list of awards can be found on Hot Topics: <http://www.azed.gov/finance/category/hot-topics/>

17) Certificates of Educational Convenience

We will begin to calculate the CEC payment in May. Please make sure all certificates the County has issued are in to ADE and the students are properly reported in SAIS. Only students' special enrollment coded as CEC in SAIS, and for which we have received a certificate, will be included in the calculations.

18) DAA growth adjustment

Laws 2013, 1st Special Session, Chapter 3, Section 27 amended A.R.S. §15- 961 to blend Soft Capital and Capital Outlay Revenue Limit into District Additional Assistance. With the blending, limiting CORL Growth (Now DAA Growth) to 50% was necessary to maintain the same level of funding. Currently, the APOR55-1 allows 100% of DAA Growth. A manual adjustment, reducing CORL Growth to 50% has been included for impacted districts on the APOR64-1 and the BUDG25.

19) Type03 District Transportation for High School Students

Laws 2013, 1st Special Session, Chapter 3, Section 26 amended A.R.S. §15- 951 to blend Soft Capital and Capital Outlay Revenue Limit into District Additional Assistance. With the blending, limiting the amount of DAA for Type 03 transported high school students to 50% was necessary to maintain the same level of funding. Currently, the APOR55-1 allows 100%. A manual adjustment, reducing DAA for transported students to 50% has been included for impacted districts on the APOR64-1 and the BUDG25.

Budget Updates

- 20) **Superintendent's Annual Financial Report:** The FY 2012-2013 SAFR is available at <http://www.azed.gov/finance/reports/#SafrTop>
- 21) **Impact Aid Report:** School Finance no longer has access to a fax machine. Please email your Impact Aid reports to SFBudgetTeam@azed.gov
- 22) **District Sponsored Charter Additional Assistance Reduction:** Final reduction based on 100th day ADM has been included by May APOR64-1 report. The worksheet is available under SF HOT TOPICS.
- 23) **May BUDG25 Report:** The BUDG25 report is expecting to be available online by May 1, 2014.

General Updates

- 24) **School Finance Hot Topics**
Keep informed of upcoming events, deadlines and system updates by bookmarking our Hot Topics webpage and checking it often. All updates published by School Finance can be found on this page (<http://www.azed.gov/finance/category/hot-topics/>). These same Hot Topics can also be found on our home page at <http://www.azed.gov/finance/>.
- 25) **Updating Your Contact Information**
Please make sure that your contact information is up to date. Any changes to entities should be sent to your [LEA Account Analyst](#). Changes related to individuals should be sent to enterprise@azed.gov. Charters must ensure changes are first approved through the Charter Board.
- 26) **Business Rules and Presentations**
Business Rules and Presentations web address has changed. The new address is listed in HOT TOPICS and is linked here as well.
<http://www.azed.gov/administrators/SF/BusRuleDocsAndPres/Forms/Business%20Rules%20vs%20Presentations.aspx>
- 27) **Fax Machine**
School Finance no longer has access to a fax machine. Please scan in your document and email it to us at schoolfinance@azed.gov.

Questions?

If you have any questions regarding these updates, please do not hesitate to contact the following individuals relating to these areas:

- **General Updates:** Email schoolfinance@azed.gov
 - ❖ **SAIS/ADM, SDER, and Transportation Routes:** A listing of account analysts for each school district and charter school is available on the School Finance web site at <http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>
- **Payment:** Email the School Finance payment team at SFpaymentteam@azed.gov

- **Budget:** Email the School Finance budget team at SFBudgetTeam@azed.gov .
- **Other:**
 - ❖ **Title I, Maintenance of Effort, Stephanie Washington**
Stephanie.Washington@azed.gov, Education Program Specialist
Tel: (602) 542-7466
 - ❖ **ESS, Maintenance of Effort, ESSFunding@azed.gov**, 602-542-3851
 - ❖ **ADE Support**, 602-542-7378 or 1-866-577-9636
 - ❖ **Grants Management** –Toll Free (844) 893-9789 or locally (602) 542-3901

Please let us know what we can do to better assist you. Send your suggestions to SchoolFinance@azed.gov and in the subject line type **SUGGESTIONS**.